



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join the ICT Division:

Project Manager: EON Knowledge Metaverse
Salary R959 114.12 - R1 131 754.20
(2 YEARS FIXED TERM CONTRACT POSITION)

Head Office

Purpose – The purpose of this position is to provide the capability for operational management of ICT. The strategic direction of the merSETA requires increased capacity and capability to manage the technology and infrastructure investments. The position is required to ensure improvement ICT service management and monitoring.

Duties: The duties include but are not limited to the following:

1. Engage with key stakeholders to identify project objectives and key products to be delivered
2. Manage relationships amongst stakeholders by building confidence and trust with clear professional communications and assured expectation management
3. Seek stakeholder insight and feed it into improved processes while ensuring compliance with governance and standards
4. Responsible for managing the complete lifecycle of the EON Knowledge Metaverse Program.
5. Define a comprehensive programme for delivery for the programme
6. Accountable for full life cycle project management, including project initiation and planning, development, testing, implementation, and closeout
7. Work with ICT Team, Service Managers, and suppliers to manage activity and budgets
8. Produce programme and project level highlight reports for communication the different stakeholders
9. Manage programme/project scope and change control activity, ensuring that projects remain aligned to their required business outcomes
10. Record programme information accurately and consistently using appropriate systems and provide and communicate timely information to relevant parties
11. Conduct reviews to assess project outcomes and to identify and capture lessons learned to enable continuous improvement



12. Contribute to the provision of documentation for new or improved processes, products, and services and to ensure that good practice is disseminated throughout the organisation
13. Reporting and tracking of project milestones and issued licenses, including re-issuing.
14. Implement governance and compliance procedures and processes effectively to identify and manage project risks
15. Assist in facilitating EKM training programmes aimed at creating awareness, educating staff and other stakeholders to prepare for change, reduce resistance and increase adoption of changes
16. Assist in developing a communication plan and stakeholder engagement strategy for the project
17. Ensure capacity, knowledge, and skills to support the organisation and maintenance systems
18. Keep abreast with changes in the ICT environment

Experience, knowledge and skills required:

- A relevant degree in Information Technology/Information Systems/Business Management or equivalent qualification and a Project Management certification is essential
 - A postgraduate qualification will be an added advantage
 - 5 years' experience in ICT project Management
 - Sound knowledge of project management methodologies and tools deployment
 - Experience in leading complex ICT projects
 - Knowledge of the SETA environment and relevant legislation
 - Demonstrable knowledge of ICT
 - Experience in driving organization-wide digital transformation
 - Advance Project Management Skills
 - Knowledge of training and learning environment
 - Change Management skills
 - Ability to help the organization to adapt to advances in technology
 - Excellent verbal, communication and report writing skills
 - Negotiation and decision-making skills
 - Planning and organizing skills
 - Presentation skills
 - Analysis and problem solving
 - Attention to detail
 - Commercial orientation
 - Customer service orientation
 - Innovation
 - Interpersonal sensitivity
 - Investigative orientation
 - Oral and written communication
 - People development
 - Professional/technical skills
 - Resilience
 - Rule orientation
 - Strategic analysis
 - Teamwork
-



The MERSETA is an equal opportunity employer; however, preference will be given to affirmative action candidates. **People with disabilities are encouraged to apply.** Please submit a detailed CV and motivational letter to: recruitment@merseta.org.za

Only shortlisted candidates will be contacted. **Internal applicants will be shortlisted only if they meet all the requirements.** Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

CLOSING DATE: 19 September 2022